

CONFIDENTIAL

26 FEB 1980

MEMORANDUM FOR: Chief, Supply Division, OL  
Chief, Logistics Services Division, OL

25X1 FROM:

[REDACTED]  
Chief, Plans and Programs Staff, OL

SUBJECT: Monthly Reporting of Vehicle Mileage and  
Fuel Consumption [REDACTED] 25X1

REFERENCE: Presidential Directive to Heads of Executive  
Departments and Agencies, dtd 1 Feb 80,  
subj: Required Reduction in Usage of  
Federal Motor Vehicles (OL O 0624)

1. Executive Departments and Agencies were directed by  
Executive Order to reduce the use of motorable fleets by 10  
percent for the twelve month period beginning April 1, 1979,  
as compared with the previous twelve months. Because progress  
has been disappointing overall, the referent Executive Order  
has directed that all Federal departments and agencies meet  
or exceed the 10 percent reduction during the months of  
February and March 1980, as compared to mileage traveled the  
same period in 1979. This order presently applies to all  
vehicles which consume gasoline. [REDACTED] 25X1

2. For managerial control and for future reporting  
requirements, it is requested that the following information  
be provided to the Plans and Programs Staff each month. [REDACTED] 25X1

(a) Identify the number and type of vehicles that  
are under total OL control for fuel usage. Provide the  
total miles driven by these vehicles and the total fuel  
consumed. This data will be used to calculate average  
miles per gallon for our fleet. Report separately for  
gasoline and diesel fuel. [REDACTED] 25X1

OL O 0860

25X1

WARNING  
INFORMATION  
AND PLANS

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(b) Identify the number and types of vehicles that are not under total control for fuel usage i.e., vehicles where users have credit cards or similar means of obtaining fuel. Provide total miles driven by these vehicles, and to the extent known fuel consumed. ☐

3. The objective of collecting the data in Paragraph 2 is to quantify mileage and fuel consumption and establish the base line that is necessary for managerial and reporting purposes. Accordingly, the sum of the mileage reported in 2a and 2b above should be the total mileage driven by Agency personnel in government-owned or -leased vehicles. The total fuel will be the sum of the fuel reported plus purchases not under OL control. Purchases not under OL control may not be available, however, the fleet average miles per gallon from 2a above will give a good indication of the magnitude of externally procured fuel. ☐

4. For checking purposes, also provide:

(a) Total amount of gallons of gasoline and diesel fuel dispensed by our pumps. ☐

(b) Total dollars and gallonage that were reimbursed from OL imprest funds. ☐

(c) To the extent known, the total dollars and gallonage purchased elsewhere via credit cards. ☐

5. For your convenience, and to standardize reporting, a recommended format is attached. Please contact Plans and Programs Staff, extension ☐ on suggestions to simplify or improve these reporting procedures or for additional information. ☐